

RS SOFTWARE



THE ULTIMATE PHARMACY AUTOMATION PACKAGE

SCRIPT ASSIST

RS Software is dedicated to helping pharmacists simplify and organize information, gain knowledge to grow their business, utilize and market their professional skills, and enjoy the benefits through greater profits!

Script Assist - NEW PATIENT - 439806 (NEW PATIENT - 439806)

Rx Number: 439806 00 Visit: NO Date: 06/25/2004 03:28 PM

Patient Information

Phone: _____

Insurance: _____ P/B Charge: _____

Physician Information

Phone: _____

DEA: _____ Fax: _____ Pharmacy: _____

Drug Information

Compound Assist: _____ Compound: C

Units: _____ Pkg Size: _____ NDC: _____

Cost: _____ Null AWP: _____ Null 0 MAC: _____ Null

Quantities

Quantity: 0.00 Refills: 0 Qty Left: 0 Days Sup: 0

Pricing

Cost: 0 Price: 0 Copay: 0

Price Table: _____

SCRIPT ASSIST
RS SOFTWARE

SIG: _____ SIG + Text

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Introducing Script Assist

The Ultimate Specialty Pharmacy Software

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Overview

An idea of what features are currently available in the software and what is coming.

- ❑ True Windows format ... Optimized for NT/2000/XP PRO
- ❑ Multitasking environment
- ❑ Design similar to Outlook, Word and other popular Windows software
- ❑ Near instantaneous claim adjudication without costly dedicated digital phone lines
- ❑ Pharmacist attached to each record
- ❑ Easily attach log entries in Compound Assist to a prescription in Script Assist
- ❑ Generate new prescription from current prescription
- ❑ Insurance analysis reports to assist in reconciliation
- ❑ Separate reconciliation software to reconcile insurance claims more efficiently
- ❑ Profile by specific drug when refilling
- ❑ Customizable toolbars
- ❑ Online transmission of Medicare claims including compounds
- ❑ Track and schedule automatic refills for patients
- ❑ Print out faxable form for refill requests
- ❑ State of the art, mission critical, database server
- ❑ Effortless internet updates without opening your web browser
- ❑ Tiered support -- purchase only the level of support that you need
- ❑ And much, much more.....

Keyboard Shortcuts for Common Tasks

General

Ctrl-X – Close an Open Window
F2 – Open Drug Window
F3 – Open Insurance Window
F4 – Open Patient Window
F5 – Open Physician Window
F6 – Open Patient Insurance Window

Prescriptions

Ctrl + Ins – Fill New Prescription
Ctrl + E – Edit Prescription
Ctrl + R – Refill Prescription
Ctrl + H – Profile a Patient
Ctrl + P – Process a Prescription (Rx Needs to be Open)
Ctrl + U – Universal Claim Form (Rx Needs to be Open)

Record Editing & Navigation

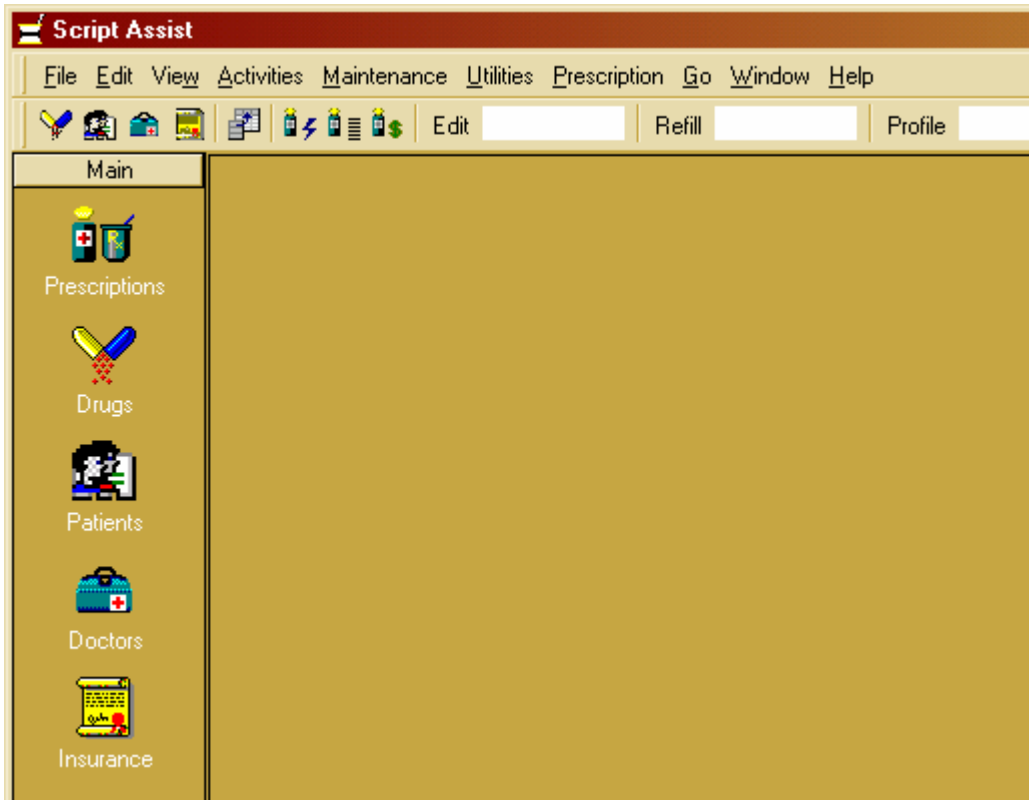
Ctrl + N – Goto Next Record
Ctrl + V – Goto Previous Record
Ctrl + L – Goto Last Record
Ctrl + B – Goto First Record

Ctrl + F – Find a Specific Record
Ctrl + A – Add a New Record
Ctrl + D – Delete the Current Record
Ctrl + S – Save New or Edited Record

Tutorial - Quick Start

To get started using Script Assist follow the guidelines below

Over the last year we have learned from compounding and other specialty pharmacies what you want in pharmacy software. Ease of use, features specific to your practice, etc..... Now we have an answer, Script Assist. Here is a quick glance at the main window:



We have tried to make the use of this software as easy as possible while at the same time making the software feature packed.

Soon, you will be able to import your existing patients, doctors, and insurance companies from Compound Assist. If you currently have a pharmacy system contact a support engineer about the possibility of importing your existing data.

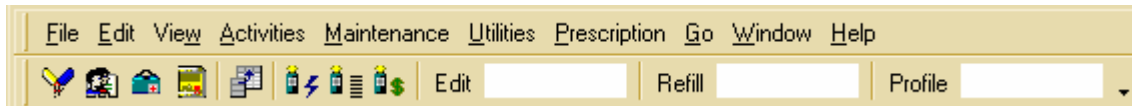
Starting Script Assist

1. Open Script Assist. The shortcut is located in the Script Assist Program Group under Start then Programs or on your desktop.
2. If you have not yet licensed you will not be able to do everything in this tutorial; however, you can perform many of the actions described and get a good feel for those things, which are not yet available. If your demo is locked call support to get an unlock code (405-321-5356).

3. When Script Assist initially loads it checks to see if you have installed the data engine on your computer. If you have not an error will be given and you will have the opportunity to run the data engine installation wizard. The data engine will need to be installed before Script Assist will work properly.

4. Script Assist may take several minutes to load because of the procedures and data loading occurring in the background.

5. At the top of the program you will see the following menu choices and toolbar. (Other toolbars will show themselves when the appropriate windows are open)



From the menu choices listed you can access all the functions within Script Assist, without the mouse if you wish.

As you pull down these menus you will also see keyboard shortcut keys to make data entry and retrieval more efficient. One example of a shortcut key is **Ctrl-X**, used to close an open window. When a window is open (ie - Drugs), you can press the Control key and "X" simultaneously and the window will close. Learn to use these shortcut keys and you will become more proficient.

To the left side of the program you will see an 'Outlook' style **List Bar**. This list bar further assists you in getting to specific areas in the software quickly. Under the **View** menu choice you can hide the List Bar if you prefer.



From within this List bar you can access the major areas of Script Assist. When your patient window is open you can quickly see what the most pertinent functions for patients are.

There are eight primary areas of Script Assist:

1. Main
2. Prescriptions
3. Drugs
4. Patients
5. Doctors
6. Insurance
7. Maintenance
8. Utilities

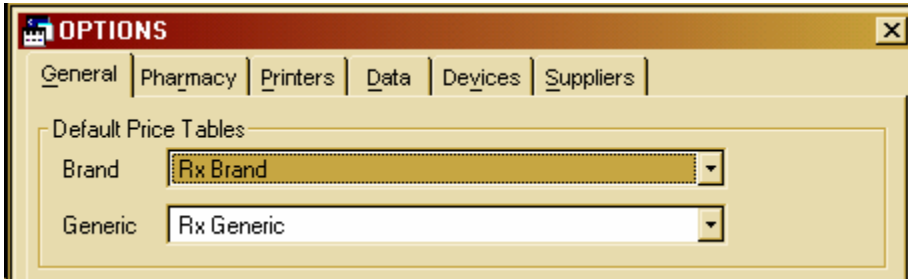
When you click on one of these 'Groups' you will be presented with several buttons within that group. The first thing we are going to do is set up our Store Information within the program. So now click on the very last group, labeled 'Utilities'.

When you click on 'Utilities' you will see several icons or buttons including: Options, Updates, and Label Designer.

Click on 'Options' and go to the next section.

Personalize your copy

1. First let's set up the general options about your business, printers and computer. You will see the window below as a result of the previous section.



Most of the windows within Script Assist look similar to this. Many of them have 'tabs' that go across the top of the window. The Options window tabs are General, Pharmacy, Printers, Data, Devices, and Suppliers. The 'General' tab which comes up initially has the default price tables for brand and generic drugs, auto timer settings, and other general settings. You can set each of the price tables any one of the price tables you have defined in the 'Price Tables' window. We will go over the Price Tables window in more detail later on in this tutorial. For now, just remember that the default Price Table is the price logic used when no other price table has been defined either by the Drug, Patient or Insurance.

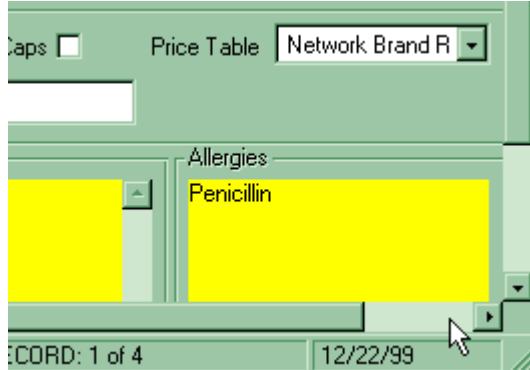
2. Now click on the 'Printers' tab. (You could also hold down the 'ALT' key and press 'P' as indicated by the P in the tab name, Printers). In this section you will choose your different printers. These printer settings can be different on each workstation. Here you will also choose your label definition(s) and other printing options.

3. Now click 'Data'. For now you will probably want to leave these options as they are. The top option is the directory where your Compound Assist database is kept. This is optional and allows you to choose a Compound Assist Log Entry for a prescription. The 'Data Engine' options should not be changed without talking with a support technician. Lastly you can designate your next prescription number.

4. When you click on the tab, 'Pharmacy', you will be able to fill in the general information about your business.

Resizing Windows

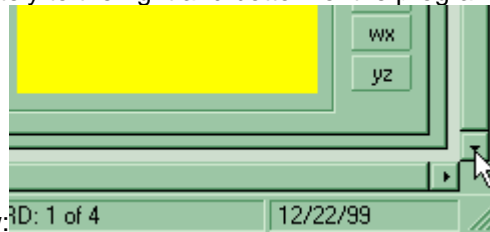
When using Script Assist (and Compound Assist) you may see a window (ie - Drugs, Patients, etc..) which runs off the side or bottom of the screen. This is normal.



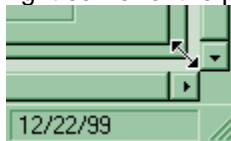
Above you can see the bottom right corner of the patient window goes off the edge of the window to the right and bottom. It would be easier to fill in the information about a patient if you could see the entire patient window at one time. To accomplish this we will need to resize the patient window to a smaller size (if your main Script Assist window is not maximized, you could maximize



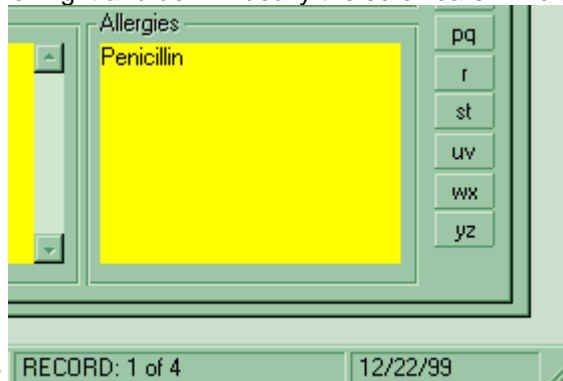
Script Assist to see more of the program in the window (by clicking on the maximize button in the top right corner of the program window). To resize the patient window first scroll completely to the right and bottom of the program



window: RECORD: 1 of 4 12/22/99, now place your mouse cursor over the bottom right corner of the patient window until a double-headed diagonal arrow appears:









. While this arrow remains hold down your left mouse button and drag the corner of the patient window up and to the left. Now you can scroll left and up using the scroll bars you used previously to scroll right and down. Ideally the scroll bars will disappear when




scrolled all the way up and left

RECORD: 1 of 4 12/22/99

Adding, Deleting and other Common Methods to all Windows

1. To add a new record you press the **New Record**  button; then after entering data press the **Save**  button to keep the record or the **Cancel**  button to cancel record addition. You can also use the menu system if you prefer not to use the mouse. Don't worry if you do not know all the details of a new record, just enter the information you can, remembering that you can always update this info when you are entering a prescription or come back to the window later for editing.
2. Most windows allow up to five open at one time (ie - 5 Drugs, 5 Patients, etc..), each possibly displaying a different record. You can **copy & paste** throughout Script Assist by highlighting text and using the standard Windows editing shortcuts or by using the **right mouse button** (Press the right mouse button with the mouse cursor over the highlighted text).
3. To delete a record simply press the delete button, , while the record to be deleted is showing. As usual you can access this same method through the menu system. (**Ctrl-D** will be the shortcut method).
4. Find a record by typing all or part of the name in the Find text box, , then pressing enter. This same text box is available under **Edit** on the menu bar. For patients and doctors you can enter just all or part of the last name (ie - **Smi + ENTER** would result in all records with last names beginning with **Smi**) or all or part of the last name, comma, all or part of the first name (ie - **Smi, T + ENTER** would result in all records with last names beginning with **Smi** and first names beginning with **T**).
5. On some screens you can navigate through records by using the **VCR** type buttons on the toolbar, . These buttons move to the **First, Previous, Next, and Last Records**, respectively. These same buttons are available under **Go** on the menu bar.
6. Navigate through fields (ie - Name, Address, etc...) in each window by pressing the **Tab** or **Enter** key to go to the next field and **Shift+Tab** to go back to the previous field.

The Drug Window

1. Let's begin by looking at and entering some drug data. You can open the Drug Window several ways. First you can use the keyboard: press and release the 'ALT' key, then press the letter 'A' to drop-down the 'Activities' menu, now arrow down and press ENTER when Drugs is chosen. (You will also notice F2 beside the menu choice Drugs, this allows you to press F2 anywhere in the program and open a drug window). You can also click the capsule button  on the toolbar which will change the List Bar group to 'Drugs' and open a new drug window. Lastly you can use the List




Bar to the left to navigate to the Drugs .

2. Use the common record manipulation techniques listed above to add, modify, find and delete drugs.


3. Now we will cover a few of the fields used for drug information.

1. Dosage - usually TABS, CAPS, SYR, etc..
2. Code - this number is important for DUR and monographs
3. Price Table - This price table will override the default price table but is itself overridden by patient and insurance price tables
4. Inventory - **Par Qty** is the ideal quantity not necessarily the maximum stock, **Stock** is the current quantity, and **Min Qty** is the point at which a product needs to be reordered.




3. Use the **Drug Lookup**  function to look through our database of over fifty thousand drugs. You will be prompted for a drug NDC number. After retrieving the information you can modify as desired then save.

The Patient Window

1. Now we will look at the patient window. As with all windows you can open the Patient Window several ways. First you can use the keyboard: press and release the 'ALT' key, then press the letter 'A' to drop-down the 'Activities' menu, now arrow down and press ENTER when Patients is chosen. (You will also notice F4 beside the menu choice Patients, this allows you to press F4 anywhere in the program and open a patient window). You can also click the patient button  on the toolbar which will change the List Bar group to 'Patients' and open a new patient window.




Lastly you can use the List Bar to the left to navigate to the Patients .

2. Use the common record manipulation techniques listed above to add, modify, find and delete patients.


3. Now we will cover a few of the fields used for patient information.

1. Default Ins - This insurance plan will be used by default when processing a prescription
2. Allow A/R - will be used in conjunction with the A/R Plug-in
3. Price Table - Only overridden by the insurance price table
4. Allergies - When you click on this you will be given an allergy window.




4. Patient Insurance - Click on the insurance button, , in the **List Bar** or **F6** on the left to open the window containing the insurance plan information for the current patient.



5. Patient Allergies - By clicking this button on the left  the allergy window will be shown.


6. Patient Counseling Records - Click on the patient counseling button in the list bar on the left,



, or the **Counseling** tab at the top of the patient window to view the counseling records for the current patient. Here you can track sessions and discussions with your patients about their medications and disease states. (Note - this is building to a point when we can bill patients' insurance for counseling and intervention)

7. Patient Profile - Use this button to view the prescriptions filled for the current patient. From the profile screen you can manipulate their prescriptions in various ways.

The Doctor Window

1. Now we will look at the doctor window. As with all windows you can open the Doctor Window several ways. First you can use the keyboard: press and release the 'ALT' key, then press the letter 'A' to drop-down the 'Activities' menu, now arrow down and press ENTER when Doctors is chosen. (You will also notice F5 beside the menu choice Doctors, this allows you to press F5 anywhere in the program and open a doctor window). You can also click the doctor button  on the toolbar which will change the List Bar group to 'Doctors' and open a new doctor window.




Lastly you can use the List Bar to the left to navigate to the Doctors

2. Use the common record manipulation techniques listed above to add, modify, find and delete doctors.

3. The fields within the doctor window should be self-explanatory.

The Insurance Window

1. Now we will look at the insurance window. As with all windows you can open the Insurance Window several ways. First you can use the keyboard: press and release the 'ALT' key, then press the letter 'A' to drop-down the 'Activities' menu, now arrow down and press ENTER when Insurance is chosen. (You will also notice F3 beside the menu choice Insurance, this allows you to press F3 anywhere in the program and open a insurance window). You can also click the

insurance button  on the toolbar which will change the List Bar group to 'Insurance' and open a new insurance window. Lastly you can use the List Bar to the left to navigate to the Insurance

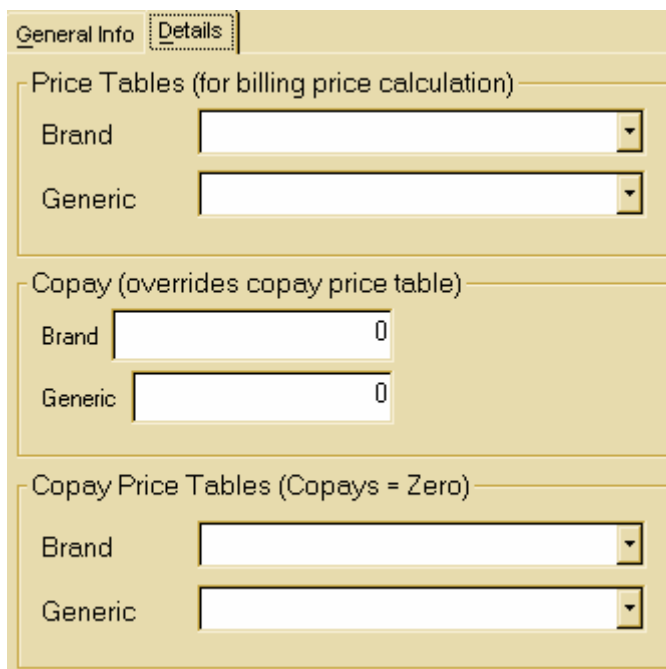


2. Use the common record manipulation techniques listed above to add, modify, find and delete Insurance Companies.

3. Now we will cover a few of the fields used for insurance information.

1. Form - This is a value used by the electronic submission of claims
2. ID (NABP) - This is the ID number of the pharmacy, which would identify your pharmacy to the insurance company either on paper or electronically. Usually the pharmacy NABP or NCPDP number.
3. U and C - Check this box if the insurance company requires that you transmit the usual and customary price with the prescription claim.
4. Doctor ID - This is the ID which is sent for the physician on a prescription. Usually the DEA number is used here; however, a few insurance companies require you send the state ID number.

4. Fee Info - Click on the details tab to see the fee information for this insurance company.

A screenshot of the 'Insurance Details' window. The window has two tabs: 'General Info' and 'Details', with 'Details' selected. The window is divided into three sections. The first section is titled 'Price Tables (for billing price calculation)' and contains two dropdown menus: 'Brand' and 'Generic'. The second section is titled 'Copay (overrides copay price table)' and contains two text input fields: 'Brand' with the value '0' and 'Generic' with the value '0'. The third section is titled 'Copay Price Tables (Copays = Zero)' and contains two dropdown menus: 'Brand' and 'Generic'.

The fee information determines how prescription prices are calculated when billing to an insurance company. If no price tables are defined in this window then the default price tables for Script Assist are used. The first two price table choices above determine what price is submitted to the insurance company for brand and generic, respectively. If a separate copay calculation is needed either enter in fixed copays or select price tables to calculate these copays based on either cost or AWP. (We will visit the Price Table window shortly to explain how to set up your price tables)

5. Online Info – The next section on the details tab shows information regarding online submission.

Online or Manual Submission

On Line Internet Transmission

Modem Information

On-Line Phone: () -

Modem: ONE Stop Bits: 1

Data Bits: 8 Parity: N

Insurance Numbers

BIN: 004336 Processor: ADV

Limit: 2

In this section you select:

- First, is this claim transmitted electronically. If yes, then check the box, On-Line
- Second, if electronic, is this claim transmitted over the internet. This is the preferred method of transmission.

The Modem Information box is used to configure your modem to transmit claims. Submission Numbers identify the insurance company with the online insurance switching company to whom the claims are being transmitted (ie - RS Software via the internet).


Prescription Window

1. Now we will look at the Prescriptions group in the **List Bar** on the left. Use the List Bar to the



left to navigate to the Prescriptions Group

2. Let's look at the different ways in which you might open a Prescription window:

- **New Prescription** --- The first and most obvious method for filling a new prescription is to click on the New RX  button on the Main Toolbar. This opens up the Prescription window with the current date as default and no other information entered. You can activate the New Rx button also by pressing **Ctrl + Insert**. The same action is performed if you press the New Prescription



button, **New Prescription**, in the Prescriptions group. (Another method to fill a new prescription is to **Generate** from a current prescription number available under **profile** and **refill** detailed below)

- **Refill Prescription by number** --- You can refill a prescription by number by entering the number directly into the refill text box on the toolbar and pressing ENTER. You can start typing a number in this box by clicking in the box with your mouse or by pressing **Ctrl + R**.



You can refill by number similarly by clicking the Refill by Number button, **Refill by Number**, in the Prescriptions group, this will prompt you for the prescription number.

- **Profile Patient** --- You can use the Profile text box, , on the main toolbar to view the prescriptions for a particular patient. You can enter all or part of the patient's name exactly like the **Find box mentioned previously**. You can also get to the Profile text box by pressing **Ctrl + H** on your keyboard. Below you can see the profile screen showing a patient's prescription history.


PRESCRIPTIONS FOR Rob Standridge								
Number	Refill	Date	Drug	Quantity	Qty Left	Voided	Paid	
204104	000	12/13/2001	TRI-EST PRO CR 1.25MG/50	30	90	No	No	
203607	000	9/19/2001	TRI-EST PRO CR 1.25MG/50	30	90	No	No	
203509	000	9/4/2001	PREMARIN .625 MG 100 I	30	90	No	No	
203508	000	9/4/2001	PREMARIN 2.5 MG 100 F	30	90	No	No	
203484	000	8/30/2001	ZESTRIL TAB 20 MG 100	30	90	No	No	
203469	000	8/29/2001	ZESTRIL TAB 10 MG 100	30	90	No	No	
203468	000	8/29/2001	LANOXIN TAB .125 MG 100	30	90	No	No	
200803	000	11/13/2000	TEST	30	0	No	No	
177942	000	2/7/2000	RETIN A W/ MINOXIDIL ICPE	60	120	No	No	
177938	000	2/7/2000	IBUPRO/HYDROCOD 200/1C	200	200	No	No	
168786	000	3/3/1999	LORAZEPAM 0.5MG TAB	100	200	No	No	


Specific Drug

Show Voided Prescriptions

Select Another Patient

Print Label Void Rx Generate Rx Edit Rx Refill Close

You can also bring up this window by clicking on the Refill by Profile button, , on the **List Bar**. Note on the profile window the ability to only profile prescriptions for a particular drug. From here you can perform many functions on the selected prescription.


Edit (and void) Prescription --- You can use the Edit text box, , on the main toolbar to edit a prescription number. If a valid prescription number is entered you are either presented with the prescription window if only one fill is recorded for that number or with the Refill selection window for a prescription which has been refilled more than once.

RX 673 FOR Typical Patient

Refill	Date	Drug	Quantity	Qty Left	Voided	Cost	Price
003	11/22/99	ACYCLOVIR 400MG	50	100	No	\$37.50	\$106.00
002	11/21/99	ACYCLOVIR 400MG	50	150	Yes	\$37.50	\$106.00
002	11/21/99	ACYCLOVIR 400MG	50	150	Yes	\$37.50	\$106.00
002	11/21/99	ACYCLOVIR 400MG	50	150	No	\$37.50	\$106.00
001	11/21/99	ACYCLOVIR 400MG	50	200	No	\$37.50	\$106.00
000	11/21/99	ACYCLOVIR 400MG	50	250	No	\$37.50	\$106.00

Buttons: Find another number, Cancel, Ok

You can

also edit a particular prescription by clicking on the View / Edit Rx button, , on the **List Bar**.

3. Now we will cover a few of the fields used for prescription information.

1. Date - This should reflect the date the prescription was filled; however, it remains editable primarily because of insurance difficulties.
2. Patient Information - Here you select the patient and their insurance if any. Search for the patient the same as other searches throughout the program.
3. Physician Information - Here we designate the physician.
4. Drug Information - Select a drug name as we did patient and physician. If you click the **CompoundAssist** button and you have Compound Assist installed you will be able to choose a particular logged formula from Compound Assist.
5. Quantities - Set the quantity, refills and days supply.
6. Prices - Here set the prices. Also a Price Table is selected for you based on program settings; however, at this point you can force the use of a different price table.
7. SIG – Here you will be able to enter SIG codes or free-form text.

4. At this time if you need to edit patient, doctor, or drug information you will need to bring up the appropriate window by one of the previous methods given. When a window is pulled up it will show the choice in the current prescription if a choice has been made (ie - if the patient, **John Smith**, has been selected for the prescription being filled and you open a new patient window then John Smith will be the record shown in the patient window). If changes are made these will be reflected when you return to the prescription window.

Utilities & Maintenance



Options --- We have already discussed the **Options window**. Click on this button, to open the option window where your pharmacy and program information is entered.

Price Tables --- The price table window allows the user to customize pricing schemes to their particular practice.

	Multiply By	Add On	Break Point
▶	122.00%	\$0.00	\$50.00
	118.00%	\$0.00	\$100.00
	116.00%	\$0.00	\$100.01

The name of the price table is shown in the drop-down box here as **Network Brand Rx**. This price table is based on AWP because the *Use Cost* check box to the top right is not checked. Next we see from the grid in the middle of the window that there are three **price breaks** (\$50, \$100, and \$100.01). The grid tells us that for AWP's less than and equal to \$50 multiply this AWP by 1.22 (or 122%) and add on nothing (\$0.00), AWP's from \$50.01 to \$100.00 multiply this AWP by 1.18 (or 118%) and add on nothing (\$0.00) and AWP's greater than \$100 multiply this AWP by 1.16 (or 116%) and add on nothing.

Updates --- the update window is used for simple file updates such as monographs and prices.

Label Designer --- we are currently working on a separate tutorial for the Label Designer. It is a powerful program in itself. We encourage you to try using the label designer. Its drag-and-drop interface makes it very easy to design elegant labels for your prescriptions and compounds. Soon you will be able to print custom OTC, mailing, and other labels from within Script Assist.

Look back at our web site often for new tutorials and software releases.

RS Software Development Team

Introducing Script Assist

The Ultimate Specialty Pharmacy Software

Configuring wholesalers' drug lookup and update utility

Introduction

Script Assist is being developed to work seamlessly with as many wholesalers as possible to maintain prescription drug AWP's and Costs. This will be accomplished by having Script Assist installed on the same network containing the user's wholesaler ordering software.

Morris Dickson (Madlink)

Morris Dickson was the first company with which Script Assist was synchronized due to their willingness to provide the needed information for this to be accomplished. There are two possible configurations: stand-alone or LAN (local area network). The simplest is the stand-alone configuration which we will cover first.

Stand-alone

You have this software configuration if your Madlink software is installed on the same computer as Script Assist and this is the only Script Assist station which needs to look up items in Morris Dickson. You can also use this station to run the wholesaler synchronization software.

1. Confirm you have an ODBC connection named 'MADLink' and that your Madlink software is working correctly. To verify the ODBC connection click on 'Start', then 'Settings', then 'Control Panel' to open the Control Panel. Then click



ODBC Data
Sources (32bit)

- on the ODBC icon, Confirm that there is a 'User DSN' (the first tab) named 'MADLink'.
2. Now open Script Assist and open up 'Options' under 'Utilities'. Next click on the 'Suppliers' tab. Check the option 'Morris Dickson'. Next below enter 'MADLink' in the 'DSN' field. Now click OK to apply.
3. Configuration is complete

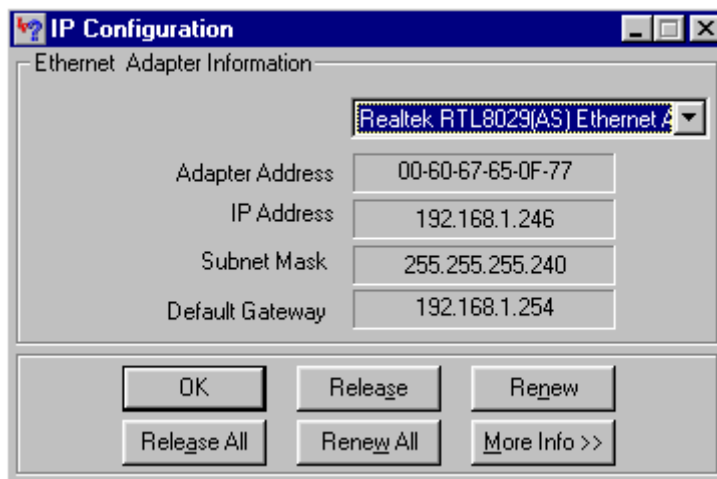
LAN (Local Area Network)

You have this software/hardware configuration if you have several workstations which need to access the Madlink drug database. This configuration is recommended in any mult-station setup.

This configuration allows you to have Madlink on one computer and access that information from any other computer on the network. It also gives you the freedom to install the wholesaler drug synchronization program on any workstation.

First configure the Server:

1. Confirm you have the appropriate network configuration including 'Client for Microsoft Networks' and 'TCP/IP' protocol. This is beyond the scope of this tutorial and you should consult with your network administrator to confirm this or configure appropriately.
2. Now we need to configure the Madlink computer to act as a data server on the network. To do this we will need to determine which computer Madlink is installed upon and verify it is working appropriately.
3. Next determine the IP address of the computer containing the Madlink software. This can be done by clicking on the 'Start' button, then 'Run', then type 'winipcfg' following by Enter or clicking OK. The following window pops up:



From the drop-down box choose your network adapter. Now in the 'IP Address' field you should see the unique IP Address of the Madlink computer. Write this number down, we will use it to configure the workstations further on.

1. Now open the file 'StartServer.bat' in your Notepad editor. This file should be located in the 'C:\sqlany50\win32' directory. When you open the file you should see the following line:

```
c:\sqlany50\win32\dbsrv50.exe -x tcpip -n Compound  
c:\madlink\data\madlink.db -n Madlink
```

This file should remain the same except to replace the word 'Compound' with the name of the computer on which Madlink is installed. You can determine this name in the network properties.

2. You will probably want to make a desktop shortcut for this file which can be done by dragging the file to the desktop. Also you might want to put a shortcut to this file in the Startup group.
3. In order to reach the Madlink data from somewhere else on the network this file has to be executed before starting Madlink. Madlink itself does not need to be running.

Configure client(s):

Client located on the same machine as the Madlink software:

1. You will need to have installed the latest Script Assist update on this workstation. However, on this machine it is recommended that you not install the Madlink Lookup Component. (The lookup component configures a DSN which might conflict with the DSN Madlink has already created)
2. We will only need to set a couple of options in Script Assist to enable the lookup. Open 'Options' in the 'Utilities' group and click on the 'Suppliers' tab. Now check the box labeled 'Morris Dickson'. Next enter the DSN, 'MADLink', in the DSN field below. This station is now configured properly.

Remote (from Madlink) workstations:

1. As above confirm the latest version of Script Assist is installed. Also each of these stations require the Madlink Lookup Component to be installed. (If it is not installed and the latest version of Script Assist is installed you will need to contact technical support)
2. Determine the IP address of each client in the same manner you determined the server's IP above. Write this number down by each client computer.
3. Now we will need to modify a DSN to complete the configuration. Go to the



ODBC Data
Sources (32bit)

- ODBC configuration as outlined at the top of this document, You should have a User DSN named 'MadlinkNet'.
4. Now double click the DSN 'MadlinkNet'. There are two settings which need to be customized to your network. Both of these are under 'Database Startup'.
 5. First locate the 'Database File' on your network. Do this by clicking the 'Browse' button to the right of the 'Database File' choice.
 6. Now click on the 'Options' button below this. The 'Start Command' at the top of this box is the only setting that needs changed. Initially it will contain the following line:

```
C:\SQLANY50\WIN32\dbclient.exe -x
tcpip{dobroadcast=no,host=192.168.1.243;myip=192.168.1.245}
```

7. You will need to change both IP addresses to reflect the respective IP's of your network. The 'host=' IP should be the IP address of the computer containing the Madlink software and the 'myip=' IP is the address of the machine you are now configuring. Now click OK to save the settings on all open windows.

Introducing Script Assist LITE (RC 1)

The Ultimate Pharmacy Automation Software

Overview

An idea of what features are currently available in the software and what is coming.

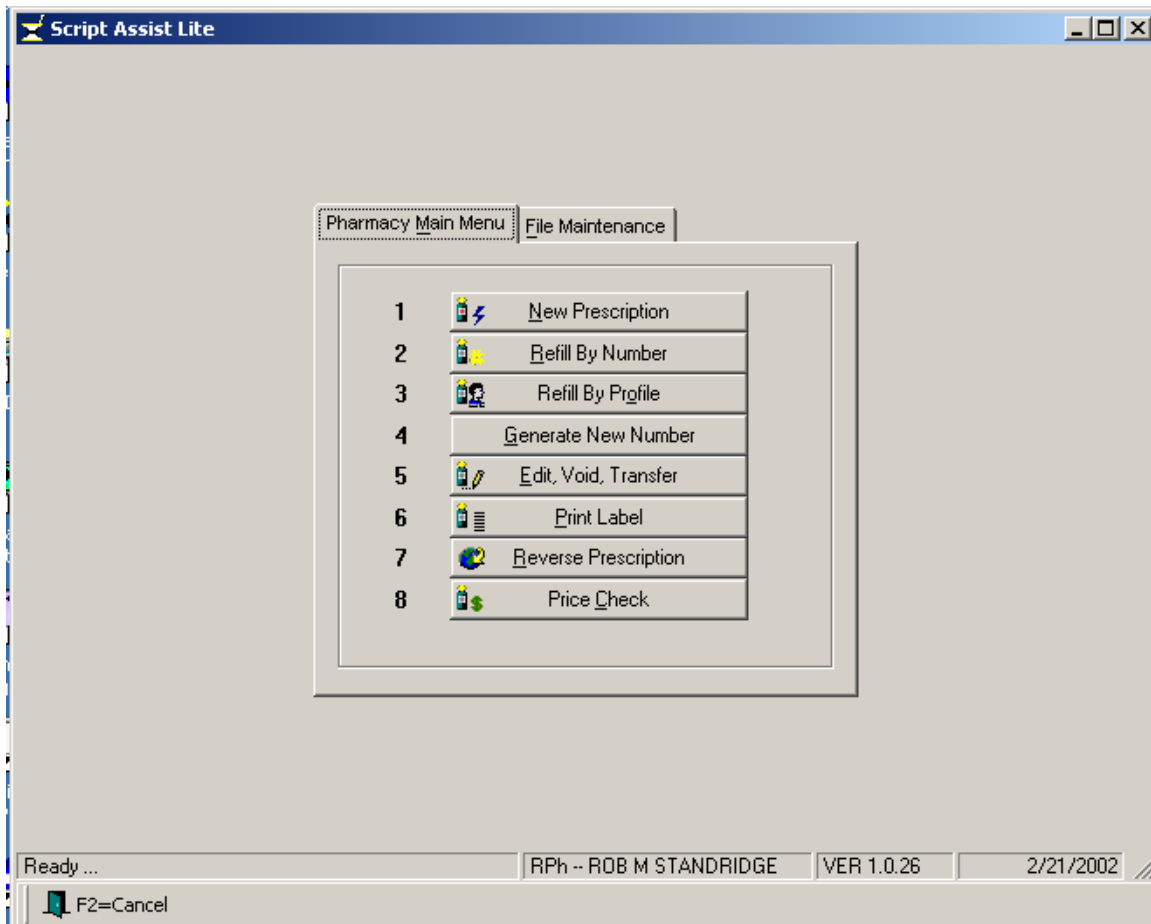
- True Windows 98/2000 format
- Multitasking capabilities
- The Lite interface is designed for higher volume pharmacies. Similar design to many popular text based pharmacy systems, but with the added flexibility of a Windows application.
- Near instantaneous claim adjudication without costly dedicated digital phone lines*
- Pharmacist attached to each record
- Easily search through log entries in Compound Assist from within Script Assist
- Generate new prescription from current prescription
- Profile by specific drug when refilling
- Online transmission of Medicare claims including compounds
- Automatically fax refill requests to the doctor (coming soon)
- State of the art, mission critical, database server.
- And much, much more.....

Tutorial - Quick Start

To get started using Script Assist LITE follow the guidelines below

Since the release of our initial interface we have learned that some of our larger volume clients would like to process all of their prescriptions using RS Software products. This interest has led to the creation of a second independent interface to all the pharmacy's prescription data. With this type of setup your pharmacy can choose to use one or both interfaces depending on what your needs and likes are. Once again RS Software has come up with software designed by pharmacists for pharmacists to meet a particular need of the industry.

Below is the LITE main window.



We have tried to make the use of this software as easy as possible while at the same time making the software feature packed.

Starting Script Assist LITE

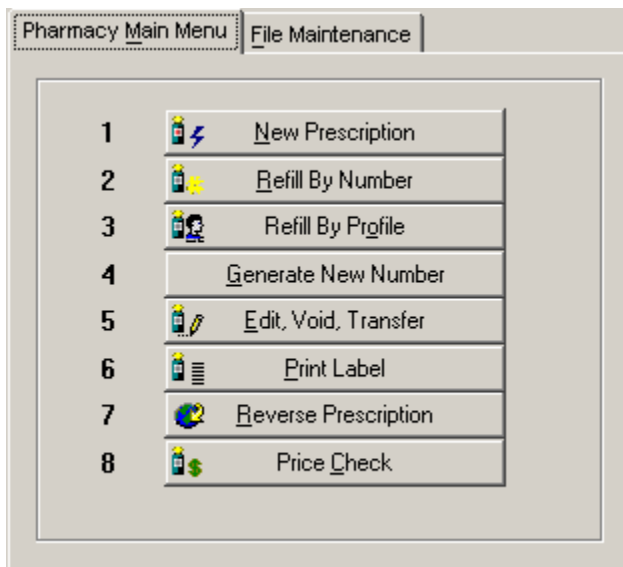
Open Script Assist LITE. The shortcut is located in the Script Assist Program Group under Start then Programs or on your desktop.

If you have not yet licensed you will not be able to do everything in this tutorial; however, you can perform many of the actions described and get a good feel for those things, which are not yet available. (* this does not apply during the beta period where some features may not be added yet)

When Script Assist LITE initially loads it checks to see if you have installed the data engine on your computer. If you have not an error will be given and you will have the opportunity to run the data engine installer. The data engine will need to be installed before Script Assist LITE (or Script Assist) will work properly.

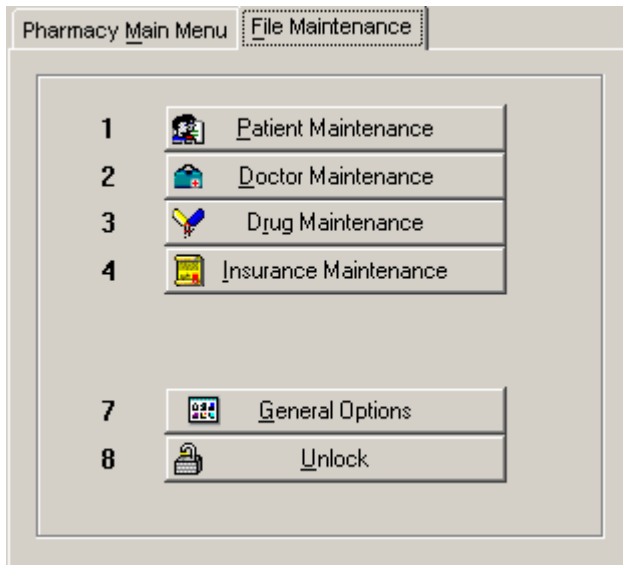
LITE may take several minutes to load because of the procedures and data loading occurring in the background.

From the menu in the middle of the main window you are able to perform all the main functions of a pharmacy.



To perform a function you can press the number to the left or click the button. If a letter has an underscore (_), you can hold down the **Alt** key and press the underlined key. **F2** is the global escape key.

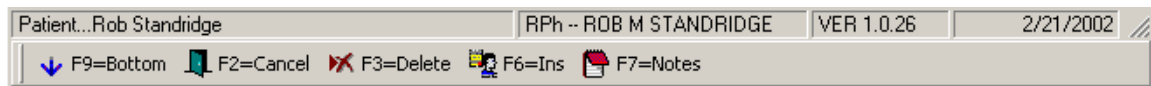
On the **File Maintenance** tab you can access utilities and records for maintenance. Note: Most maintenance functions can be accomplished from within the fill screen.



Personalize your copy

From the **File Maintenance** screen you can open Unlock your software and set your program options. Refer to the Script Assist tutorial to learn about setting options. Note: At a computer station options set for one interface (LITE or Script Assist) will be used in the other interface as well.

Common buttons in Drug, Patient, Insurance and doctor screens.



The **F9** button is used globally to go to the bottom of a screen. In most cases this is used to save or discard changes to a record.

The **F2** button as previously mentioned is globally used to cancel out of a process.

F3 is used to delete a record. This button is only active when editing a record.

F6 is seen only in the patient and RX screens. This will pull up the patient insurance window for quick addition and modification of insurance plans for a patient.

The **F7** key is used globally to access notes for the current type of record and others.

The Drug Window

Script Assist Lite

DRUG INFORMATION

Name **Dosage**

Pkg Size **NDC** **HCPC** **Generic** **Compound**

Lot **Expiration** **Schedule** **Code**

Pricing

AWP **Auto Update**

Cost **Auto Update**

MAC **Auto Update**

Price Table

Inventory

Par Qty **Par**

Stock

Min Qty **Min**

Let's begin by looking at and entering some drug data. You can get to the Drug Window two ways. One is to go to the **File Maintenance** tab shown above and click on **Drug Maintenance**. This will allow you to edit or create a new drug record. Second, from the RX screen you can either edit or add a drug record.

Now we will cover a few of the fields used for drug information.

- **Dosage** - usually TABS, CAPS, SYR, etc..
- **Generic Code** - this number is important for DUR and monographs
- **Price Table** - This price table will over ride the default price table but is itself overridden by patient and insurance price tables
- **Inventory** - **Par Qty** is the ideal quantity not necessarily the maximum stock, **Stock** is the current quantity, and **Min Qty** is the point at which a product needs to be reordered.

When creating a new drug you can look up the drug by NDC in our database of over 75,000 drugs or click **Alternate** to look up in a configured alternate drug data source.

The Patient Window

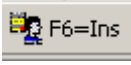
The screenshot shows the 'Script Assist Lite' application window with the 'PATIENT INFORMATION' section. The form contains the following fields and values:

Last:	Standridge	First:	Rob		
Address:	1818 W Lindsey	Sex:	M		
City:	Norman	State:	OK	Zip:	73069-0000
Phone:	(405) 872-5504	Work:	(405) 321-5300	Birthdate:	12/08/1966
Default Ins:	ADV	Allow A/R:	<input type="checkbox"/>	Easy Open Caps:	<input type="checkbox"/>
E Mail:	rob@pharmacyvillage.com	ID:			
Price Table:		Diagnosis Code:			
Medical Conditions					

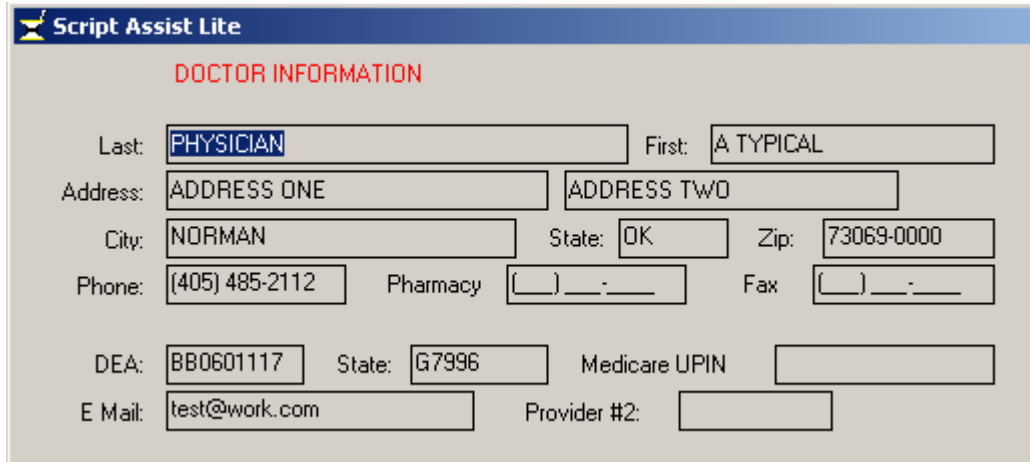
The patient window is accessed similar to the Drug window previously.

Here are a few of the fields used for patient information.

- Default Ins - This insurance plan will be used by default when processing a prescription
- Allow A/R - Not enabled yet - will be used in conjunction with the A/R Plug-in
- Price Table - Only overridden by the insurance price table
- Allergies - When you click on this you will be given an allergy window. At this time this is just a listing of allergies and is not cross-referenced at the time of filling. Cross referencing will be implemented by the time of release.

Patient Insurance - Click on the insurance button,  F6=Ins, in the **Menu Bar** at the bottom of the program window.

The Doctor Window



Script Assist Lite

DOCTOR INFORMATION

Last: First:

Address:

City: State: Zip:

Phone: Pharmacy: Fax:

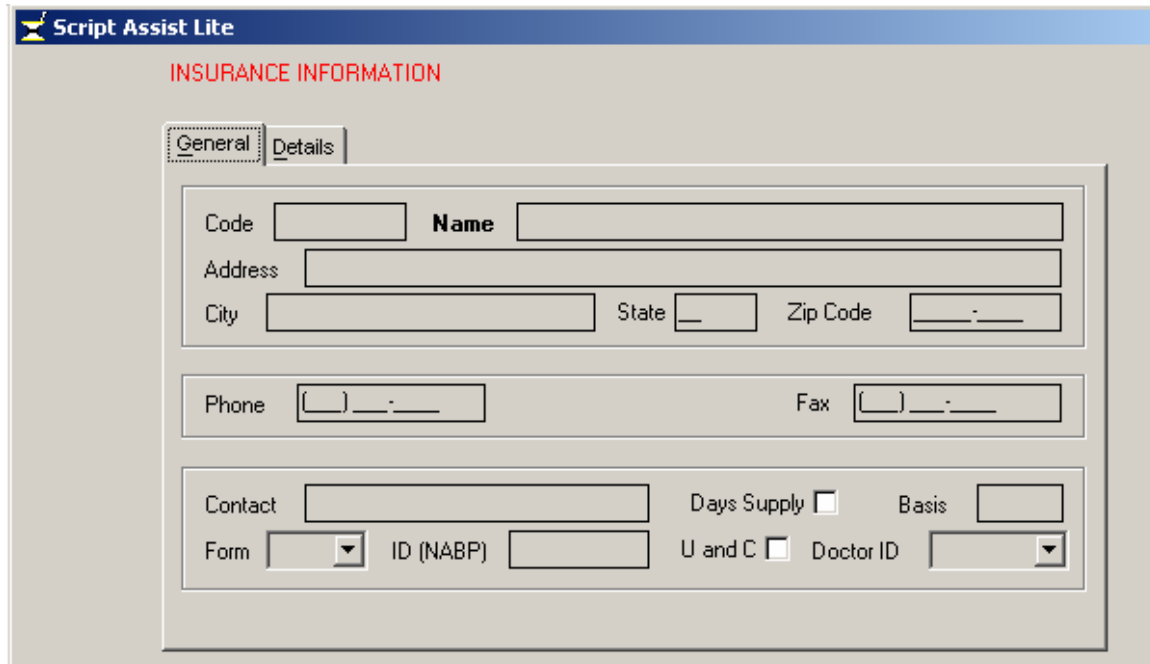
DEA: State: Medicare UPIN:

E Mail: Provider #2:

The doctor window is accessed similar to the other windows previously.

The fields within the doctor window should be self-explanatory.

The Insurance Window



Script Assist Lite

INSURANCE INFORMATION

General Details

Code: Name:

Address:

City: State: Zip Code:

Phone: Fax:

Contact: Days Supply: Basis:

Form: ID (NABP): U and C: Doctor ID:

Unlike previous windows the **Insurance Screen** can only be accessed through the **File Maintenance** tab.

Now we will cover a few of the fields used for insurance information.

- Basis - This is a number used by electronic submission of claims

- ID (NABP) - This is the ID number of the pharmacy which would identify your pharmacy to the insurance company either on paper or electronically. Usually the pharmacy NABP or NCPDP number.
- U and C - Check this box if the insurance company requires that you transmit the usual and customary price with the prescription claim.
- Doctor ID - This is the ID which is sent for the physician on a prescription. Usually the DEA number is used here; however, a few insurance companies require you send the state ID number.

Click on **Details** tab of the insurance screen to access price structure and electronic billing settings for the insurance company.

The left side of the tab fee determines how prescription prices are calculated when billing to an insurance company. If no price tables are defined in this window then the default price tables for Script Assist (and LITE) are used. The first two price table choices above determine what price is submitted to the insurance company for brand and generic, respectively. If a separate copay calculation is needed either enter in fixed copays or select price tables to calculate these copays based on either cost or AWP. The **Price Tables** are visited in the tutorial for Script Assist. 5.

To the right you find the electronic settings:

- First, is this claim transmitted electronically. If yes, then check the box, On-Line
- Second, if electronic, is this claim transmitted over the internet. This is the preferred method of transmission.

Fill Prescriptions

Script Assist Lite

Rx Number: 204420 0 02/21/2002 01:45 PM

Customer: Rob Standridge 1818 W Lindsey (405) 872-5504

Insurance: ADV SCIPTCARE 800-244-5800

Doctor: A TYPICAL PHYSICIAN BB0601117 (405) 485-2112

Drug: PHENTERMINE 37.5MG 1000 0 NDC: 00677-0829-10

Quantity: 30

Refills: 3 Qty Left: 90

Days Supply: 30

Price: \$ 12.55

Copay: \$ 12.55

Directions: 1t da ty

SIG - Codes SIG - Text

Compound Assist

AWP \$ 7.55 Cost \$ 5.92 MAC \$ 5.45

Pt: AWPplus5





Patient Has Notes

Number of Labels to Print: 1 Modem On

NEW RX #: 204420 RPh -- ROB M STANDRIDGE VER 1.0.26 2/21/2002

F9=Bottom F2=Cancel * F3=Add F4=Change F6=Ins F7=Notes F8=Monograph

There are several ways in which the prescription window can be accessed:

- **New Prescription** --- The first and most obvious method for filling a new prescription is to click on the **1**  **New Prescription** button or press **1**. This opens up the Prescription Fill screen window with the current date as default and no other information entered. (Another method to fill a new prescription is to **Generate** from a current prescription number available under **profile, refill, and from the main screen** **4**  **Generate New Number** detailed below)
- **Refill Prescription by number** --- You can refill a prescription pressing **2** or clicking the refill button, **2**  **Refill By Number**.
- **Profile Patient** --- You can profile a patient by pressing **3** or the appropriate button, **3**  **Refill By Profile**, and then finding the appropriate patient.

PRESCRIPTIONS FOR Rob Standridge

Number	Refill	Date	Drug	Quantity	Qty Left	Voided	Paid
204104	000	12/13/2001	TRI-EST PRO CR 1.25MG/50	30	90	No	No
203607	000	9/19/2001	TRI-EST PRO CR 1.25MG/50	30	90	No	No
203509	000	9/4/2001	PREMARIN .625 MG 100 I	30	90	No	No
203508	000	9/4/2001	PREMARIN 2.5 MG 100 F	30	90	No	No
203484	000	8/30/2001	ZESTRIL TAB 20 MG 100	30	90	No	No
203469	000	8/29/2001	ZESTRIL TAB 10 MG 100	30	90	No	No
203468	000	8/29/2001	LANOXIN TAB .125 MG 100	30	90	No	No
200803	000	11/13/2000	TEST	30	0	No	No
177942	000	2/7/2000	RETIN A W/ MINOXIDIL ICPC	60	120	No	No
177938	000	2/7/2000	IBUPRO/HYDROCOD 200/1C	200	200	No	No
168786	000	3/3/1999	LORAZEPAM 0.5MG TAB	100	200	No	No


Specific Drug:

Show Voided Prescriptions

Select Another Patient

Print Void Rx Generate Edit Refill Reverse Close

5 Edit (Void, and Transfer) Prescription --- Press 5 or click the appropriate button,

5  Edit, Void, Transfer

If a valid prescription number is entered you are either presented with the prescription window if only one fill is recorded for that number or with the Refill selection window for a prescription which has been refilled more than once.

RX 203201 FOR LORI LAFEVERS

Refill	Date	Drug	Quantity	Qty Left	Voided	Cost	Price
001	8/15/2001	AMITRIPTYLIN 50MG TAB M	60	0	No	\$3.05	\$6.70
000	7/20/2001	AMITRIPTYLIN 50MG TAB M	60	60	No	\$3.06	\$6.70

Find another number Cancel Ok

Now we will cover a few of the fields used for prescription information.

- Date - This should reflect the date the prescription was filled; however, it remains editable primarily because of insurance difficulties.
- Patient Information - Here you select the patient and their insurance if any. Begin typing the patient's last name and the box will open narrowing your list as you type more of the patient's name.
- Physician Information - Here we designate the physician.

- Drug Information - Select a drug name as we did patient and physician. If you click the **CompoundAssist** button and you have Compound Assist installed you will be able to choose a particular logged formula from Compound Assist.
- Quantities - Set the quantity, refills and days supply.
- Prices - Here set the prices. Also a Price Table is selected for you based on program settings; however, at this point you can force the use of a different price table.
- SIG – Enter the appropriate SIG codes or type free-form.

At this time if you need to edit patient, doctor, or drug information you will need to bring up the appropriate window by one of the previous methods given.

Utilities

At this time most Utilities will be accessed through the Script Assist interface or through the Script Assist Management Console.

** Keep in mind that at this time Script Assist LITE and the Script Assist Management Console have not been officially released; however, these products are being used in operating pharmacies at this time. If, as a licensed Script Assist user, you desire you are welcome to use the LITE and interface and the Management Console.

Introducing Compound Assist

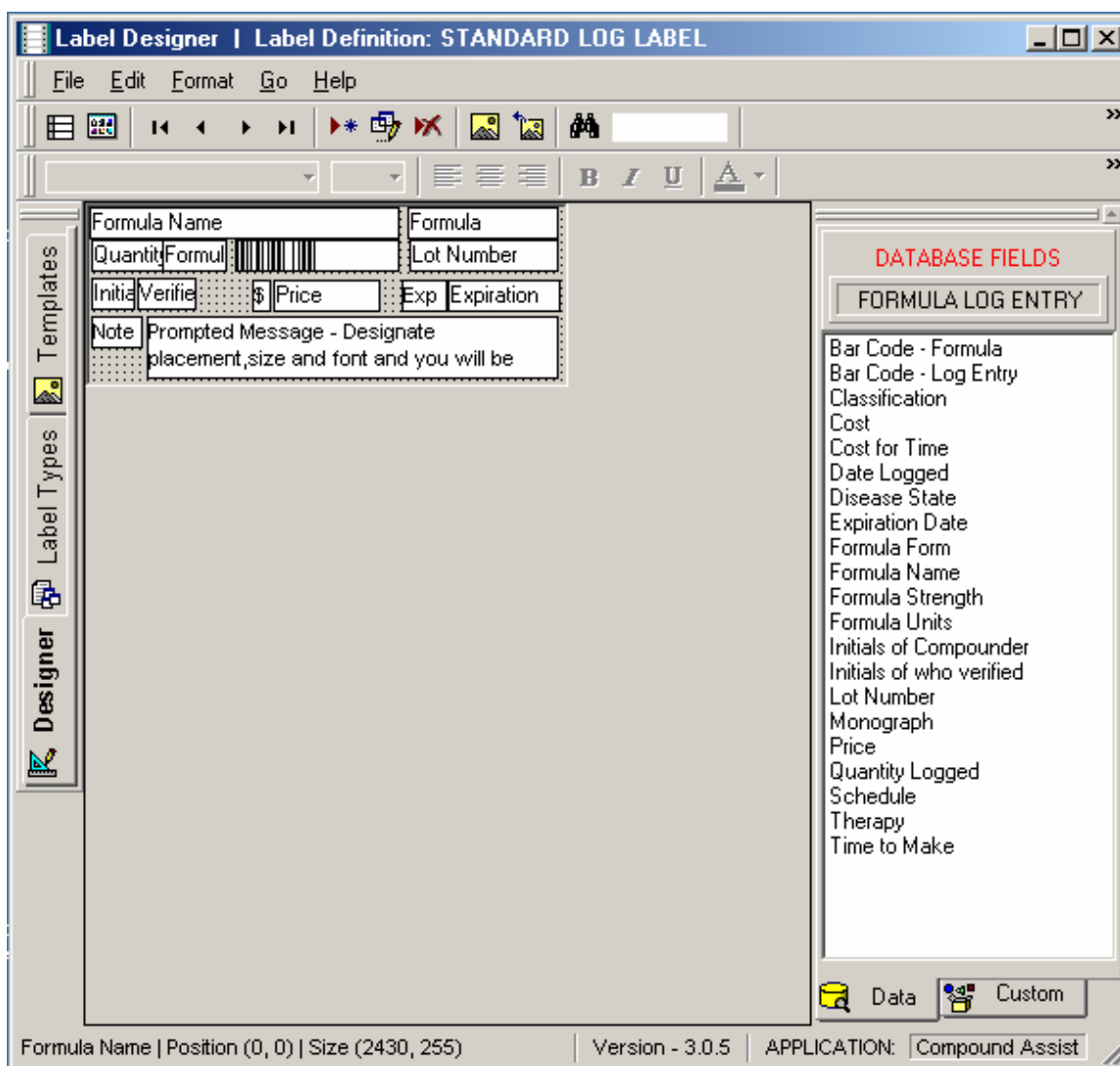
The Ultimate Compounder's Companion


Label Designer

Welcome to an introduction to RS Software's powerful custom label designer...


Introduction

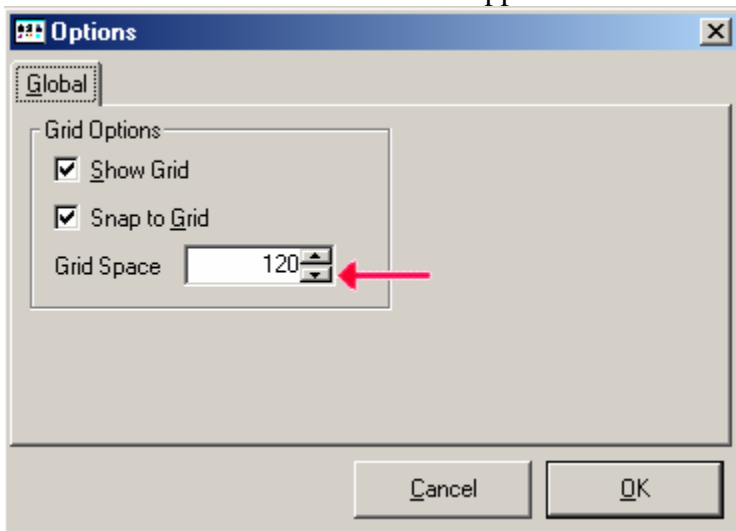
RS Software's custom label utility is a state-of-the-art program allowing RS Software users to create custom labels to meet their exact specifications with surprising ease of use. Below is the window you will see when initially opening the Label Designer.



Use the arrows, , on the toolbar to move forward and backward through your available labels. You will notice that there are several types of labels: **Formula, Log Entry and Prescription**. Depending on which program (ie – Compound Assist, Script Assist) you are designing a label for some types of labels may not be available.



Setting Grid Options

First let's make some changes to the work area. Click the **Options** button, , located on the toolbar. The window below will appear:




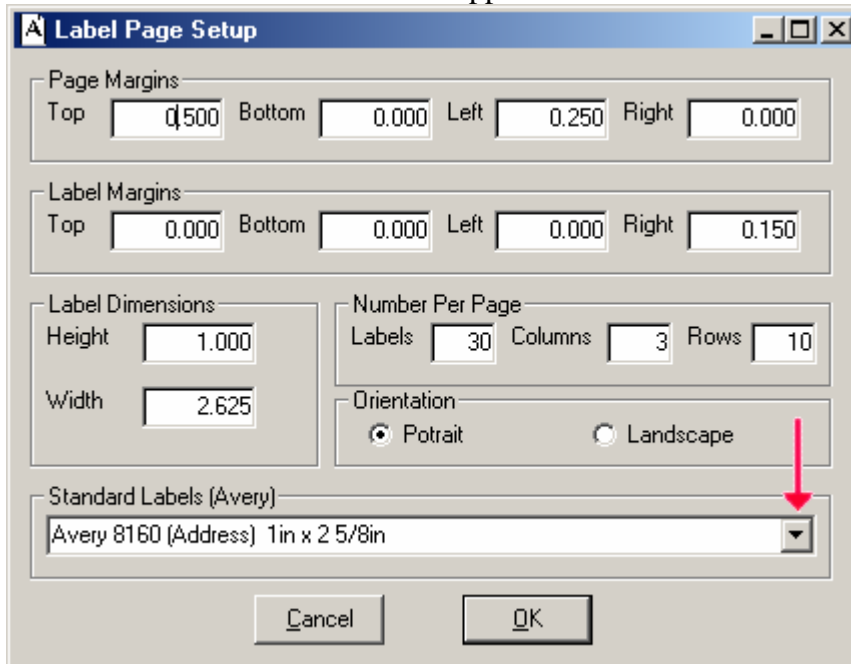
Click twice on the down arrow indicated by the **red arrow** to decrease the grid spacing to **60**. Leave the other two options checked. Click **OK**.

Creating a New Label Definition

We recommend starting a new label with a label that has already been created. This way you can have a basis to work from. The first step is to make a copy of an existing definition. Click the **forward arrow**, , on the toolbar once so that the *Standard Formula Label* is shown in the workspace. Now click **File**, and then **Save As**,  **Save As** F12, on the menu bar. Confirm you want to make a copy of the definition.



Page (and Label) Layout

Now we will change the size and layout of the label. Click the **Page Layout** button, , on the toolbar. The window below appears:

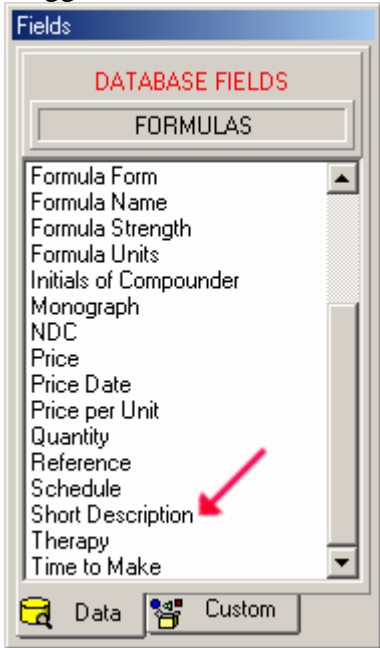


Click the drop-down arrow for the **Standard Labels (Avery)**. Select **Avery 8163 (Shipping) 2in x 4in** to change the dimensions and page layout of your new label definition.

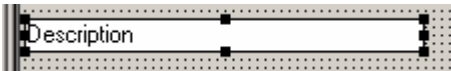
Label Design

We now will alter this new label to meet our specifications. Click the **Edit Record** button, , to place the label in edit mode. You would rather the software not prompt you for a message every time you print a label so we will delete the prompt message field. Right Click the **Prompted Message** field and then click the **Delete Field** button,  **Delete Field** **Delete**, on the popup toolbar (Hint: The word, Delete, to the right of the toolbar button means that the Delete key would accomplish the same function). Also delete the Custom Text field to the left, which reads *Note*. Next, we want to place another field, *Short Description*, on the label and change the Font Size and Color for this field. To add the field left click on the field name on the list on the right side of the designer, and while holding the left mouse button down drag the field and drop it on your new label.

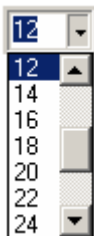
Below is what the **Field List Window** looks like with an arrow indicating the field we dragged to our label:



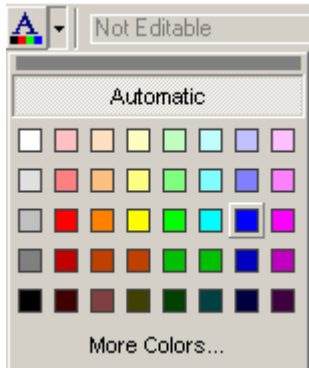
To change the font size of a field left click the field once to select the field. You can tell a field is selected because six black boxes will appear around the perimeter of the field:





You can resize the field by holding your mouse over the appropriate black box, hold down your left mouse button, then drag the field until the desired size is achieved. Resize the above field so that it covers about three quarters of the width of your label and is about one-half inch high. Now change the **Font Size** by either right clicking on the field and adjusting the font size or by adjusting the font size in the toolbar. Change the font size to **12**.



Now change the font color to a dark blue by clicking on the drop down arrow beside the **Font Color** button,



Change the name of your label by typing the new definition name in the **Label Name** text box in the toolbar, . Now click the **Save Record** button, , on the toolbar to commit your changes to the definition.

Now this definition will be available within Compound Assist for printing Formula Labels.